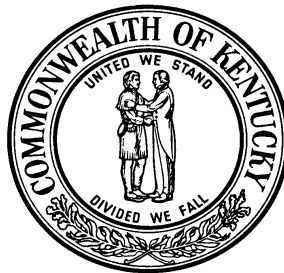


**REPORT OF THE AUDIT OF THE
METCALFE COUNTY
CLERK**

**For The Year Ended
December 31, 2007**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE (502) 573-0050
FACSIMILE (502) 573-0067**

EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE METCALFE COUNTY CLERK

**For The Year Ended
December 31, 2007**

The Auditor of Public Accounts has completed the Metcalfe County Clerk's audit for the year ended December 31, 2007. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

Financial Condition:

Excess fees increased by \$51,892 from the prior year, resulting in excess fees of \$61,377 as of December 31, 2007. Revenues increased by \$239,734 from the prior year and expenditures increased by \$187,842.

Report Comment:

- The County Clerk's Office Lacks Adequate Segregation Of Duties

Deposits:

The County Clerk's deposits as of April 6, 2007, were exposed to custodial credit risk as follows:

- Uncollateralized and Uninsured \$45,054

The County Clerk's deposits were covered by FDIC insurance and a properly executed collateral security agreement, but the bank did not adequately collateralize the County Clerk's deposits in accordance with the security agreement.

CONTENTS

	PAGE
INDEPENDENT AUDITOR’S REPORT	1
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS	3
NOTES TO FINANCIAL STATEMENT	6
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.....	11
COMMENT AND RECOMMENDATION.....	15



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Metcalfe County, Kentucky, for the year ended December 31, 2007. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2007, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated July 21, 2008 on our consideration of the Metcalfe County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



The Honorable Gregory Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The County Clerk's Office Lacks Adequate Segregation Of Duties

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Metcalfe County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", written in a cursive style.

Crit Luallen
Auditor of Public Accounts

July 21, 2008

METCALFE COUNTY
CAROL ENGLAND, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2007

Revenues

State Fees For Services	\$	4,735
-------------------------	----	-------

Fiscal Court		13,766
--------------	--	--------

Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	336,333
------------------------	----	---------

Usage Tax		646,084
-----------	--	---------

Tangible Personal Property Tax		592,534
--------------------------------	--	---------

Other-

Marriage Licenses		3,089
-------------------	--	-------

Occupational Licenses		142
-----------------------	--	-----

Overpayments		2,300
--------------	--	-------

Deed Transfer Tax		23,685
-------------------	--	--------

Delinquent Tax	88,697	1,692,864
----------------	--------	-----------

Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts		16,413
---------------------------------	--	--------

Real Estate Mortgages		17,157
-----------------------	--	--------

Chattel Mortgages and Financing Statements		35,799
--	--	--------

All Other Recordings		17,116
----------------------	--	--------

Charges for Other Services-

Copywork	16,176	102,661
----------	--------	---------

Other:

Miscellaneous	3,255	
---------------	-------	--

Return Check Fees	288	3,543
-------------------	-----	-------

Interest Earned		3,972
-----------------	--	-------

Total Revenues		1,821,541
----------------	--	-----------

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY
 CAROL ENGLAND, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2007
 (Continued)

Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 225,589

Usage Tax 626,700

Tangible Personal Property Tax 229,814

Licenses, Taxes, and Fees-

Delinquent Tax 15,080

Legal Process Tax 12,323

Overpayments Refunded 2,371

Affordable Housing Trust 11,994 \$ 1,123,871

Payments to Fiscal Court:

Tangible Personal Property Tax 36,168

Delinquent Tax 6,917

Deed Transfer Tax 22,500

Occupational Licenses 118 65,703

Payments to Other Districts:

Tangible Personal Property Tax 302,850

Delinquent Tax 45,551 348,401

Payments to Sheriff 986

Payments to County Attorney 8,223

Operating Expenditures:

Personnel Services-

Deputies' Salaries 94,584

Employee Benefits-

Employer's Share Social Security 11,947

Employer's Paid Health Insurance 2,400

Contracted Services-

Printing and Binding 597

Computer Lease 5,915

Copier Lease 2,836

Materials and Supplies-

Office Supplies 4,230

Office Equipment 2,150

Equipment Repair 25

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY
 CAROL ENGLAND, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2007
 (Continued)

Expenditures (Continued)

Operating Expenditures (Continued):

Other Charges-

Conventions and Travel	\$	4,192	
Postage		2,583	
Miscellaneous		<u>3,416</u>	\$ 134,875

Total Expenditures			<u>\$ 1,682,059</u>
Net Revenues			139,482
Less: Statutory Maximum			<u>71,118</u>
Excess Fees			68,364
Less: Expense Allowance		3,600	
Training Incentive Benefit		<u>3,387</u>	<u>6,987</u>
Excess Fees Due County for 2007			61,377
Payment to Fiscal Court - March 4, 2008			<u>61,377</u>
Balance Due Fiscal Court at Completion of Audit			<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2007

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2007 services
- Reimbursements for 2007 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2007

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

METCALFE COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2007
 (Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost-sharing, multiple-employer, defined benefit pension plan that covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 13.19 percent for the first six months and 16.17 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Metcalfe County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the County Clerk's deposits may not be returned. The Metcalfe County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2007, all deposits were covered by FDIC insurance or a properly executed collateral security agreement. However, as of April 6, 2007, public funds were exposed to custodial credit risk because the bank did not adequately collateralize the County Clerk's deposits in accordance with the security agreement.

- Uncollateralized and Uninsured \$45,054

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2007
(Continued)

Note 4. Lease

A. Computer Consulting Services, Inc.

The office of the County Clerk was committed to a lease agreement with Computer Consulting Services, Inc. for computers. The agreement requires 36 equal monthly installments to be completed on November 18, 2008. The initial payment was \$397. In October 2007, the payment was increased to \$482. During 2007, payments of \$3,515 were made toward this lease. The total balance of the agreement was \$6,743 as of December 31, 2007.

B. Better Quality Business Systems, Inc.

The office of the Metcalfe County Clerk was committed to a lease agreement with Better Quality Business Systems, Inc. for a copier. The agreement requires a monthly payment of \$180 for 42 months, subject to yearly increases, to be completed on May 15, 2007. During 2007, payments totaling \$974 were made toward this lease. The ending balance as of December 31, 2007 was \$0.

C. Office Ware

The office of the Metcalfe County Clerk entered into a lease agreement on April 27, 2007, with Office Ware for a copier. The agreement requires 48 monthly installments of \$217. During 2007, payments of \$1,738 were made toward this lease. The total balance of the agreement was \$8,689 as of December 31, 2007.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Metcalfe County Clerk for the year ended December 31, 2007, and have issued our report thereon dated July 21, 2008. The County Clerk's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Metcalfe County Clerk's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County Clerk's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County Clerk's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying comment and recommendation to be a significant deficiency in internal control over financial reporting.

- The County Clerk's Office Lacks Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider the significant deficiency described above to be a material weakness.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Metcalfe County Clerk's financial statement for the year ended December 31, 2007, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Metcalfe County Clerk's response to the finding identified in our audit is included in the accompanying comment and recommendation. We did not audit the County Clerk's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, the Metcalfe County Fiscal Court, and the Department for Local Government and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

July 21, 2008

COMMENT AND RECOMMENDATION

METCALFE COUNTY
CAROL ENGLAND, COUNTY CLERK
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2007

INTERNAL CONTROL - SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The County Clerk's Office Lacks Adequate Segregation Of Duties

During our review of internal controls, we noted the County Clerk's office lacks adequate segregation of duties over the receipts process. The County Clerk states that compensating controls are performed over receipts; however, this is not documented. To offset this internal control weakness, we recommend the County Clerk initial the daily checkout sheet, daily deposit, receipts ledger, and monthly bank reconciliation when she performs her review of these documents. In addition, we recommend the County Clerk document the surprise cash counts and the reconciliation of recordings to receipts.

The County Clerk prepares, signs, and posts all disbursement checks. In an effort to help strengthen internal controls, we recommend that she delegate these duties to other employees within her office and then perform compensating controls such as examining checks prepared by another employee and comparing them to invoices or monthly reports. In addition, she can review the bank reconciliation prepared by another employee and compare to the balance in the checkbook. Any differences should be reconciled. When checks are prepared, the deputy clerk and the County Clerk should sign after reviewing the supporting documentation. The County Clerk can document this by initialing the invoice, monthly report, bank reconciliation, disbursements ledger, and the balance in the checkbook.

County Clerk's Response: Due to small staff, Metcalfe County will always lack segregation of duties, according to State Auditor standards. We have always had compensating controls in place. To help our office better accomplish this task, we installed the Kentucky Transportation Cabinet Point of Sale in April of 2007. All accounts are reconciled. I prepare, sign, and post checks and feel this is the best procedure I could have in place for disbursements. If I am absent, two deputies must sign all checks. Initialing reports is a technical matter. It has no bearing on the Financial Status of this office. This audit confirms that all fees collected in my office have been accounted for, and this is the true purpose of all financial audits.

